



DEPARTMENT OF HEALTH AND HUMAN SERVICES

# NAVAJO AREA INDIAN HEALTH SERVICE



**VACANCY ANNOUNCEMENT**

CH-09-68

**OPENING DATE**

MAY 5, 2009

**CLOSING DATE**

MAY 18, 2009

**POSITION**

BILLING TECHNICIAN

**LOCATION AND DUTY STATION**

PHS INDIAN HOSPITAL, PATIENT ACCOUNT DEPARTMENT  
CHINLE, ARIZONA

**GRADE/SALARY**

GS-0503-05, \$30,772 PER ANNUM;  
GS-0503-06, \$34,300 PER ANNUM;  
GS-0503-07, \$38,117 PER ANNUM

**NUMBER OF VACANCIES**

ONE VACANCY, PCN: PI0611

**APPOINTMENT**

- PERMANENT
- TEMPORARY
- NTE: \_\_\_\_\_

**WORK SCHEDULE**

- FULL-TIME
- PART TIME
- INTERMITTENT

**AREA OF CONSIDERATION**

- COMMUTING AREA
- NAVAJO AREA WIDE
- IHS WIDE
- DHHS WIDE

**SUPERVISORY/MANAGERIAL**

- YES, MAY REQUIRE ONE YEAR PROBATION
- NO

**PROMOTIONAL POTENTIAL**

- YES, TO GRADE GS-07
- NO KNOWN POTENTIAL

**HOUSING**

- YES, GOVERNMENT HOUSING AVAILABLE
- PRIVATE HOUSING ONLY

**TRAVEL/MOVING**

- MAYBE PAID FOR ELIGIBLE EMPLOYEES
- NO EXPENSES PAID

**DUTIES:** Incumbent is responsible for a full range of technical services in coding, abstracting and billing functions. This responsibility includes the submission of properly executed claims on a timely basis to third party payers and responsible parties, and rebilling of corrected claims previously submitted. Receives and examines alternate resource claims to assure claims are complete with appropriate supporting documents which typically include utilization review certifications. Provides technical assistance with processing and maintaining CPT coding, abstraction of the complete chart (outpatient) and compliance enforcement of all regulatory requirements. Searches and abstracts all CPT coding, operative and therapeutic and all other pertinent data from the medical records in order to identify and document appropriate patient care and other information necessary for billing. Conducts a thorough review of all abstraction and search of records, guidelines in order to select the most accurate and descriptive codes in accordance with CPT/HCPCS coding system. Identifies inconsistencies or discrepancies in medical documentation by notifying the appropriate providers and/or all other departments within the facility for complete charge capture and abstraction. Assures that providers and identified risk departments will follow-up to assure completion in compliance with hospital's policy and compliance program. Keeps this system updated at all times to ensure accurate reports. Updates medical record charge out guide on all records received and analyzed. Abstracts all necessary information by auditing the appropriate E&M and assigning the correct CPT/HCPCS code, which most accurately describes each documented medical procedure according to established guidelines and practices for outpatient visits. Uses official coding conventions, techniques, rules established by the American Medical Association (AMA), American Dental Association (CPT-2)

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and Centers for Medicare & Medicaid (CMS) for assigning codes. Provides supervisor with an accurate accounting of all claims in the assigned section of patient receivables. Submits a Daily Billing Productivity Report reflecting the beginning inventory, claims billed and remaining balance at end of shift. Responsible for self-education by reading all third party newsletters, periodicals and updates circulated by management. Attends all continuing education opportunities made available. Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.**

**POSITIVE EDUCATION REQUIRED:** NO

**LICENSURE REQUIRED:** NO

**BASIC QUALIFICATIONS:** Candidates must have had 52 weeks of specialized experience equivalent to the GS-04 level to qualify for the GS-05 grade level; 52 weeks of specialized experience equivalent to the GS-05 grade level to qualify for the GS-06 grade level; 52 weeks of specialized experience equivalent to the GS-06 level to qualify for the GS-07 grade level.

**SPECIALIZED EXPERIENCE:** Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been at least equivalent to the next lower grade level. Examples of the type of experience that will be credited are: submitting claims to third party payers and responsible parties, and rebilling or corrected billing of accounts previously submitted. This experience would have to include such things as, verifying information, reviewing reports to identify claims and knowledge in using the various types of computer systems.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** For GS-05, successfully completed 4 years above high school level in any field for which high school graduation or the equivalent is the normal prerequisite. This education must have been obtained in an accredited business, or technical school, junior college, college or university. For the GS-06 and GS-07, not applicable.

**SELECTIVE PLACEMENT FACTOR:** NONE

**TIME-IN-GRADE REQUIREMENTS** A candidate may be advanced to a position grade GS-05 or below if:

1. The position is no more than two grades above the lowest grade level he/she held within the proceeding year under non-temporary appointment; or
2. He/she met the above restriction for advancement to the grade of the position to be filled, at any time in the past; or
3. He/she previously held a position at or above the grade level of the position to be filled, at any time under any type of appointment.

Candidates applying under the provisions of the Merit Promotion Plan must have completed 52 weeks of service at the GS-04 level to qualify for GS-05. Candidates must have had 52 weeks of specialized experience equivalent to the GS-05 level to qualify for GS-06. Candidates must have completed 52 weeks of service at the GS-06 grade level to qualify for the GS-07 grade level.

**CONDITIONS OF EMPLOYMENT:** Immunization requirements- All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunization will be provided free of charge. Special consideration may be allowed to individuals who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position that requires regular work at a Service Unit.

**REASONABLE ACCOMMODATION:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**LEGAL AND REGULATORY REQUIREMENTS:** Candidates must meet time-after-competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement.

**NOTE:** Refer to OPM Handbook Qualification Standards, Series GS-0503 for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information contact your Servicing Personnel Office. **IN ORDER TO OBTAIN EDUCATIONAL CREDIT, YOU ARE REQUIRED TO PROVIDE OFFICIAL COLLEGE TRANSCRIPTS BY THE CLOSING DATE OF THIS ANNOUNCEMENT.**

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### **WHO MAY APPLY:**

**Merit Promotion Plan (MPP) Candidates:** Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive Federal service) and from current permanent IHS employees in the Excepted Service who are entitled to Indian Preference.

**Excepted Service Examining Plan (ESEP) Candidates:** Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Examining Plan. These candidates MUST indicate on their resume or, application, whether their resume or application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability).

### **INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).**

If you are a displaced Federal employee you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered employees.

A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:

1. Received a specific RIF separation notice; or
2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies it is unable to place; or
3. Retired with a disability and whose disability annuity has been or is being terminated; or
4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or
5. Retired under the discontinued service retirement option; or
6. Was separated because he/she declined a transfer of function or directed reassignment to another community area.

OR

B. Former Military Reserve or National Guard Technician who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.

2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documented selective factors, quality ranking factor, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

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**EVALUATION CRITERIA:** Evaluation will be made of Experience, Performance Appraisal, Training, Letters of Commendation, Self-Development, Awards and Outside Activities that are related to the position. To receive full credit for your

qualifications, provide a narrative statement that fully describes all aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishment and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. **KNOWLEDGE OF THIRD PARTY REIMBURSEMENT SOURCES.**
2. **ABILITY TO COMMUNICATE WITH A VARIETY OF INDIVIDUALS ORALLY AND IN WRITING.**
3. **KNOWLEDGE OF IHS AUTOMATED DATA PROCESSING SYSTEM.**
4. **ABILITY TO MAINTAIN SECURITY OF CONFIDENTIAL.**
5. **KNOWLEDGE OF MEDICAL TERMINOLOGY TO BE USED IN BILLING FOR PATIENT CARE. WORKING KNOWLEDGE OF ICD-9-CM AND CPT/HCPCS CODING SYSTEMS.**

(SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS).

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**NOTE: "Declaration for Federal Employment" (OF-306), must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding yes to any one of these two questions can make you ineligible for employment in this position. *If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.***

**THIS POSITION HAS BEEN IDENTIFIED AS AN UFMS CRITICAL USER FOR Level V or Level IV THEREFORE A Background/Security clearance is required.**

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**HOW & WHERE TO APPLY:** All applicants, except Commissioned Officers, must submit one of the following to the PHS Indian Hospital, Human Resources Branch, PO Drawer PH, Chinle, Arizona 86503, **BY CLOSE OF BUSINESS (5:00 P.M.) ON THE CLOSING DATE:**

1. OF-612, Optional Application for Federal Employment; OR
  2. \*\*Resume; OR
  3. \*\*Any other written application format; PLUS Official Transcript of college courses; copy of your most recent performance appraisal and any other necessary documentation pertinent to the position being filled.
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**A copy of an Official Bureau of Indian Affairs Preference Certificate, BIA Form 4432, signed by the appropriate BIA Official, with an expiration date of August 11, 2011, MUST be submitted if the applicant claims Indian Preference. Navajo Area Indian Health Service employees claiming Indian Preference need not submit the BIA Form 4432, but MUST state that such documentation is contained in their Official Personnel Folder.**

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**\*\*INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. **SPECIFICALLY, THE INFORMATION PROVIDED UNDER #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES), AND #10 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.**

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, Mailing Address (with zip code) and Day and Evening Phone Numbers (with area codes);
3. Social Security Number;
4. Country of Citizenship;
5. Veteran's Preference Certificate – DD-214, indicating Discharge and/or SF-15 – if claiming 10-points. Veteran's Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles;
6. Copy of latest SF-50, Notification of Personnel Action, if current or prior employee;

7. Highest Federal civilian grade held (give series and dates held);
8. High school – Name, City, State (zip code if known), and date of Diploma or GED;
9. Colleges and Universities – Name, City, State (zip code if known), Majors, Type and Year of any Degrees received (if no Degree shows Total semester or Quarter Hours earned). (Attach Transcripts);
10. Work Experience (paid and nonpaid) – Job, title, duties and accomplishments, Employer's Name and Address, Supervisor's Name and phone number, starting and ending dates (month/year), hours/week, and salary.
11. Indicate if we may contact your current Supervisor.
12. Job-related Training courses, Skills, Certificates, Registrations and Licenses (current only), Honors, Awards, Special Accomplishments.

**NOTE:** Applicants who do not submit the information requested above will be given credit only for the information they provide and may not, therefore, receive full credit for their Veteran's Preference determination, Education, Training and/or Experience.

Listed below are the items that would assist us in rating and ranking your application for employment:

- A. Copy of latest SF-50, Notification of Personnel Action, if current or prior Federal employee.
- B. Copy of your most recent performance appraisal.

THIS OFFICE WILL NOT SOICIT ADDITIONAL INFORMATION

*WE WILL NOT ACCEPT APPLICATIONS RECEIVED BY FAX, E-MAIL OR ELECTRONIC RESUMES.*

**FOR MORE INFORMATION CONTACT:** Renae Ayze, Human Resources Specialist, (928) 674-7034 or [Renae.Ayze@ihs.gov](mailto:Renae.Ayze@ihs.gov).

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**ADDITIONAL SELECTIONS:** Additional or alternate selections may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

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**INDIAN PREFERENCE:** Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the IHS is an Equal Opportunity Employer.

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**VETERANS:** Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years of more of continuous active service may apply.

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**SELECTIVE SERVICE CERTIFICATION:** If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

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**EQUAL EMPLOYMENT OPPORTUNITY:** SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

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HUMAN RESOURCES CLEARANCE

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DATE

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**EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER CH-09-68. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED.**

**SUPPLEMENTAL QUESTIONNAIRE  
BILLING TECHNICIAN (OA), GS-0503-5/6/7**

1. **KNOWLEDGE OF THIRD PARTY BILLING INFORMATION.** This includes knowledge of regulations, policies and procedures that pertains to alternate resources eligibility, financial coding, required forms, associated with the various health insurance programs. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

2. **ABILITY TO COMMUNICATE WITH A VARIETY OF INDIVIDUALS ORALLY AND IN WRITING.** This is the ability to establish and maintain positive interpersonal relationships by utilizing tact, diplomacy, and mature judgment with a variety of individuals. The purpose of contact is to clarify or exchange information, for scheduling and arranging patient transportation and define alternate resources. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

3. **KNOWLEDGE OF IHS AUTOMATED DATA PROCESSING SYSTEM.** The person in this position should have the knowledge of IHS automated data processing system in order to enter data into the RPMS and retrieve data. What in you background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

4. **ABILITY TO MAINTAIN SECURITY OF CONFIDENTIAL INFORMATION.** This is the ability to recognize and maintain security of all confidential patient information and files in accordance with the Privacy Act of 1974.

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

5. **KNOWLEDGE OF MEDICAL TERMINOLOGY TO BE USED IN BILLING FOR PATIENT CARE. WORKING KNOWLEDGE OF ICD-9-CM AND CPT/HCPCS CODING SYSTEMS.** This is the knowledge of medical terminology to effectively review medical records to be used in billing for patient care. This includes a thorough and current knowledge ICD-9 CODING in order to interpret and apply them. Also knowledge of CPT/HCPCS/ADA CODING in order to interpret and apply them accurately to the patient data system (RPMS). What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

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**CERTIFICATION**

**I, CERTIFY THAT ALL OF THE STATEMENTS MADE IN THE ABOVE QUESTIONNAIRE ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND ARE MADE IN GOOD FAITH.**

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

\_\_\_\_\_  
**DATE**